Department of the Navy

DPAS Desktop Reference

The DON DPAS Desktop Reference should be used along with the Department of the Navy Personal Property Policies and Procedures SECNAV Instruction 7320.10 and the DPAS User/Training Manual.

Use of the DPAS Desktop Reference will ensure that DON activities comply with Navy standards when performing several common actions in DPAS. Refer to the table of contents for a listing of common actions included in the Desktop Reference.

Navy DPAS Help Desk
FISC Norfolk
1968 Gilbert Street, Suite 600
Norfolk, VA 23511-3392
1-877-418-6824
Overseas DSN:510-428-6824
fax: 757-443-1694

DPAS Modules and Navy User Access

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    Inquiries
    Help

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The bold headings listed above are the DPAS modules and their associated action items that the Department of the Navy utilizes for personal property management.

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Navy DPAS Desktop Reference

Adding an Asset to Your Personal Property Book
Module:Hand Receipt

└─ End Item Actions, Increase

Step 1

❶ **Type Action** - Mandatory. Defaults to "New Procurement." Select the method used to acquire the item.

❷ **Bulk Asset** - Do not check this box. The Navy serially manages personal property so record each asset individually.

❸ **UIC** - Mandatory. Enter your activity's UIC.

❹ **Doc Nbr** - Mandatory. The number is locally assigned. For example, enter the requisition or financial obligation number (e.g., purchase order number or the UIC + Julian Date + sequential number).

❺ **Bar Cd** - Mandatory. Enter a 10 digit bar code in the following format: UIC minus the service code + 5 alpha/numeric digits

❻ **Stock Nbr** - Mandatory. Use the browse button to select the stock number from the Navy Standard Catalog. If you are unable to locate the appropriate catalog number, contact the Navy DPAS Help Desk (www.nor.fisc.navy.mil/home/DPAS.htm) and request a new catalog number.

❼ **Serial Nbr** - Mandatory. Enter the serial number, located directly on the asset.

❽ **Multiple Entries** - Optional. Check this box to add multiple assets with the same stock number.

Step 2

❶ **HRH Nbr** - Mandatory. Use the browse button to select the Hand Reciept Holder Number assigned to the idividual who is accountable for the asset. If that number does not exist, follow the procedures for *Adding a new HRH* on page 10.

❷ **Acq Cost** - Mandatory. Enter the *Recorded Cost* (Aquisition Cost + Ancillary Costs) of the asset. Reference the vendor invoice or purchase order for the cost.

❸ **Fund Cd/Appn** - Mandatory. Use the browse button to select the fund code and appropriation allotment number for the type of funding used to acquire the asset. If necessary, contact the comptroller. If the appropriate codes are not listed in DPAS, contact the Navy DPAS Help Desk.

❹ **Mfr Yr** - Mandatory. Defaults to the current year or enter the year that the asset was manufactured. The year may be printed on the asset or documented on the vendor invoice.

❺ **Mfr Key** - Mandatory for ADP (Automated Data Processing) assets. Use the browse button to select the code that represents the asset's manufacturer. If the applicable code is not listed, contact the Navy DPAS Help Desk to have a manufacturer key added.

❻ **Acq Dt** and ❼ **Eff Dt** - Mandatory. Defaults to the current date. The acq and eff dates should be equal. Enter the date of receipt.

❽ **Mfr Serial Nbr** - Optional. Enter the number assigned by the manufacturer (e.g., VIN Number).

❾ **Qty** - This field automatically defaults to "1" for serially managed assets.

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Hand Receipt

[Adding an Asset to Your Personal Property Book (continued)](#)
Module: Hand Receipt
└── End Item Actions, Increase

Step 3

End Item Increase

Key Data
Bar Cd: 6273554321   UIC: N62735
Serial Nbr: 343HK-345   Doc Nbr: 12345678
Stock Nbr: 7010012329362   Nomen: COMPUTER

HRH Nbr: RSH [ ] [...]   Acq Cost: $100,000.00
Fund Cd/Appn: 99 0000 [...] Mfr Yr: 2001   Mfr Key: 1 [...]
Authn Ctl Nbr: [ ] [...]   Acq Dt: 20011107 Eff Dt: 20011107
Mfr Serial Nbr: OPTIONAL   Qty: 1

❶ Asset Cd: K –Non-Military Equip   ❺ Office: SUPPLY
❷ Cptl Cd: –N/A   ❻ Task Cd: 234
❸ Exp Cd: 1 –Funded   Job Order Nbr: 4567 ❼
❹ Lo/Le Cd: N/A –Government Owned   Cntr/PO Nbr: OPTIONAL ❽

Page 1 of 2   Related Data Next Page Save Clear Exit

<u>NOTE</u>: The following DPAS data fields have an impact on the financial statements:
• Asset Code
• Lo/Le Code

❶ **Asset Cd** - Mandatory. This field is automatically populated by the Navy Standard Catalog, but may be adjusted by selecting the appropriate asset code from the drop down menu. The majority of DON personal property items is "non-military" equipment. Select "military equipment" *if* adding National Defense Equipment (NDE).

❷ **Cptl Cd** - Mandatory. Defaults to "N/A," which is appropriate for non-capital assets. Use the drop down menu to select an alternate code for capital assets with unique characteristics.

❸ **Exp Cd** - Mandatory. Use the drop down menu to select the appropriate expense code; "funded" or "unfunded." The majority of DON purchases are "funded."

❹ **Lo/Le Cd** - Optional. Use the drop down menu to select the appropriate loan/lease code. Use "C" when adding GFE assets, "M" for assets loaned out to another activity, "L" for assets in-on-loan from another activity, or "N/A" for Government Owned Equipment. Note: if adding a lease agreement, refer to page 4.

❺ **Office** - Mandatory. Enter the department that will use the asset (e.g., SUPPLY, IT).

❻ **Task Cd** - Mandatory for *capital assets*. If your activity does not assign task codes, enter any locally assigned tracking number. If necessary, contact the Comptroller's office.

❼ **Job Order Nbr** - Mandatory for *capital assets*. Enter a number that links the asset to a particular project. This number is usually assigned by the comptroller's office. If your activity does not assign job order numbers, enter any locally assigned number.

❽ **Cntr/PO Nbr** - Optional. Enter the control or purchase order number assigned to the procurement of the item.

Step 4

End Item Increase

❶ Loc: SERVER ROOM   Site Cd: ❷ [ ] [...]   PBIC: ❸ [ ] [...]
Lot Nbr: [ ] ❹   Expr Dt: ❺ [ ]
❻ Cond Cd: A –SUCBL(W/O QUAL)   Intrns Cd: –N/A ❼

Sys Id: [ ] ❽   Local Use: [ ] ❿
IPE Nbr: [ ] ❾   Sending DODAAC: [ ]
Remarks: [ ] ❿
Ref File Name ... [ ]

ADP Sys Id: [ ]
ADP Owner Cd: [ ]   **Monthly**
Acq Cd: A –Not Reported   Maint Cost: [ ]
Maint Type Cd: X –None of the Above   Rental Cost: [ ]

Page 2 of 2   Related Data Prev. Page Save Clear Exit

<u>NOTE</u>: If adding a capital asset, proceed to Step 6 on page 3 for instructions on how to activate depreciation.

❶ **Loc** - Mandatory. Enter the physical location of the asset.

❷ **Site Cd** - Leave blank. Not used by Navy activities.

❸ **PBIC** - Leave blank. Not used by Navy activities.

❹ **Lot Nbr** - Grayed out. Not used by Navy activities.

❺ **Expr Dt** - Leave blank. Not used by Navy activities.

❻ **Cond Cd** - Optional. Defaults to serviceable without qualifications or use the drop down menu to select another condition code. This code is used to classify the degree of serviceability, condition, or completeness of an asset.

❼ **Intrns Cd** - Optional. Defaults to N/A. Use the drop down menu to track assets in transit between activities.

❽ **Sys Id** - Optional. Enter a locally assigned system identification code to designate an asset as part of a system. <u>Note</u>: leave blank for ADP assets.

❾ **IPE Nbr** - Optional. If applicable, enter an Industrial Plant Equipment (IPE) identification number.

❿ **Local Use and Remarks** - Optional. Available for additional tracking information and comments.

Hand Receipt

Step 5 - Adding ADP (Automated Data Processing) assets to your property book
Data fields ❶ - ❻ are only available for items that are assigned ADP stock numbers.

End Item Increase

Loc:	SERVER ROOM
Site Cd:	PBIC:
Lot Nbr:	Expr Dt:
Cond Cd:	A -SUCBL(W/O QUAL)
Intrns Cd:	-N/A
Sys Id:	Local Use:
IPE Nbr:	Sending DODAAC:
Remarks:	
Ref File Name ...	

ADP Sys Id: ❶
ADP Owner Cd: 1 -Gov Owned ❷
Acq Cd: ❸ A -Not Reported
Maint Type Cd: X -None of the Above ❹

Monthly
Maint Cost: ❺
Rental Cost: ❻

Page 2 of 2   Related Data   Prev. Page   Save   Clear   Exit

❶ **ADP Sys Id** - Optional. Enter a locally assigned ADP system identification code that designates the ADP asset as part of a system.

❷ **ADP Owner Cd** - Mandatory. Use the drop down menu to select the appropriate ADP asset owner code.

❸ **Acq Cd** - Optional - Defaults to not reported. Use the drop down menu to select the appropriate acquisition code. This code is used to identify how the ADP asset was acquired.

❹ **Maint Type Cd** - Optional. Use the drop down menu to select to identify maintenance that ADP asset requires.

❺ **Maint Cost** - Optional. Defaults to none of the above. Enter the monthly amount that your activity plans to expend to maintain the ADP asset.

❻ **Rental Cost** - Optional. If applicable, enter the monthly amount that your activity expends to rent the ADP asset located on rental agreement.

<u>NOTE</u>: NMCI owned assets are NOT recorded in DPAS.

Step 6 - Activating depreciation for a capital asset

All capital assets are depreciated. Therefore, after you add a capital asset to your personal property book you must activate depreciation.

Immediately after you record the capital asset in DPAS you will see a "Transaction Processed" screen where you can check to activate depreciation for capital assets. After you check the box, you will be taken into the Dialog box and the following screen will be displayed. Verify the "Key Data" information to ensure that you are working with the correct item.

<u>NOTE</u>: A depreciation change can also be performed by selecting the Accounting Module and then selecting "Depreciation Change."

Depreciation Change

Key Data
Bar Cd:	6273554321	UIC:	N62735
Serial Nbr:	343HK-345	HRH Nbr:	RSH
Stock Nbr:	7010012329362	Nomen:	COMPUTER

Activation Dt: ❶ 20011107
Deprn Period: ❷ 60
Prior Deprn: ❸
Residual Value: ❹

Deprn Office: 1234 ❺
Deprn Task Cd: 1 ❻
Deprn Job Order Nbr: ❼

Accumd Deprn:		Cmpn Deprn Cd:	
Acq Cost:	$100,000.00	Cptl Cd:	

Related Data   Save   Clear   Exit

❶ **Activation Dt** - Mandatory. Enter the date of receipt. Same as Acquisition and Effective date.

❷ **Deprn Period** - Mandatory. Field is automatically populated by the Navy Standard Catalog. It can be overridden if it is necessary.

❸ **Prior Deprn** - Optional. If the item was transferred-in from other DOD or DON activities, enter the total accumulated depreciation taken by the previous owner(s).

❹ **Residual Value** - Mandatory. Enter "$0" if you expect to send the item to DRMO or if the item's net estimated realizable value is < 10% of its recorded cost.
<u>Note</u>: the residual value of 99% of DON personal property items is $0.

❺ **Deprn Office** - Mandatory. If necessary, contact the Comptroller. Select the organizational code that identifies the level of administration and financial structure.

❻ **Deprn Task Cd** - Mandatory. If necessary, contact the Comptroller for the locally assigned depreciation number.

❼ **Deprn Job Order Nbr** - Optional. Use the drop down menu to select the number that links the depreciation of the asset to a particular project.
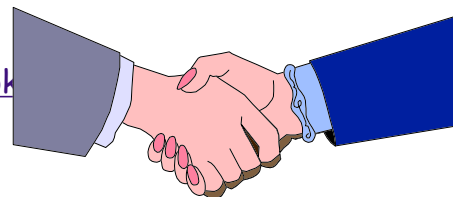
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Navy DPAS Desktop Reference

Step 1 -
Record the *"Lease Agreement"* NOT the leased assets for capital and operating leases

Key Data

Type Action ❶

○ New Procurement   ○ Admn Adj Rpt (AAR)
○ Transfer In   ○ Ammunition
○ Reversal

Cmpn Incr
Depr Chg
Maint Act
SKO/BII/AAI
Warranty

❷ □ Bulk Asset

UIC: N62735 ❸ [...]   Doc Nbr: 98372140124 ❹ [...]
Bar Cd: [Prefix ...] 6273577777 ❺   □ Auto Assign
Stock Nbr: 720000LEA0001 ❻ [...]
Serial Nbr: 12789 ❼   ❽ □ Multiple Entries

[OK]   [Clear]   [Cancel]

❶ **Type Action** - Mandatory. Select "New Procurement."

❷ **Bulk Asset** - Leave blank. Each lease agreement must be recorded individually.

❸ **UIC** - Mandatory. Enter your activity's UIC.

❹ **Doc Nbr** - Mandatory. Enter a document number to track the lease agreement. For example, record the requisition or financial obligation number.

❺ **Bar Cd** - Mandatory - Enter a bar code. Use the following format: UIC minus the service code + 5 alpha/numeric digits. The bar code must be affixed to the actual agreement.

❻ **Stock Nbr** - Mandatory. Use the browse button to select a lease stock number from the Navy Standard Catalog. A valid lease stock number will have "LEA" as its digits 7, 8, and 9. (The stock number is for a lease agreement NOT the leased property.) If you are unable to locate an applicable catalog number, contact the Navy DPAS Help Desk to request a new catalog number created. The format is:

❼ **Serial Nbr** - Mandatory. Enter a serial number for the agreement. Do NOT enter the serial number of the leased asset. You may enter the bar code or a locally assigned unique number.

❽ **Multiple Entries** - Optional. Check this box to add multiple lease agreements with the same stock number. After the initial agreement is processed, you will be prompted to enter a bar code and serial number for each additional agreement.

Note: To record lease, first record the lease agreement as stated above using a lease stock number (LEA). After recording lease agreement, you will add all components of lease as shown on pg. 7.

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Navy DPAS Desktop Reference

Step 2

End Item Increase

Key Data

Bar Cd:	6273577777	UIC:	N62735
Serial Nbr:	12789	Doc Nbr:	98372140124
Stock Nbr:	720000LEA0001	Nomen:	LEASE-COMPUTER

HRH Nbr: 1234 ❶ ...
Fund Cd/Appn: 99 0004 ❸ ... Mfr Yr: ❹ 2001 Mfr Key: ❺ ...
Authn Ctl Nbr: ❻ ... Acq Dt: ❼ 20011108 Eff Dt: ❽ 20011108
Mfr Serial Nbr: ❾ Qty: ❿ 1

Acq Cost: ❷ $100,000.00

Asset Cd:
Cptl Cd: -N/A
Exp Cd: 1 -Funded
Lo/Le Cd: N/A -Government Owned

Office:
Task Cd:
Job Order Nbr:
Cntr/PO Nbr:

Page 1 of 2 | Related Data | Next Page | Save | Clear | Exit

❶ **HRH Nbr** - Mandatory. Use the browse button to select the Hand Receipt Holder Number assigned to the individual who is accountable for the lease. If that individual's number does not exist for the responsible individual, follow the procedures for *Adding a New HRH* on page 10.

❷ **Acq Cost** - Mandatory. Enter the *net present value (NPV) of the total minimum lease payments* for the entire lease. Complete the lease calculator which will compute this value on the "Annual Payments and Imputted Interest" spreadsheet.

❸ **Fund Cd/Appn** - Mandatory. Use the browse button to select the fund code and appropriation allotment number for the funding used for the lease payments. If necessary, contact the comptroller. If the appropriate codes are not available, contact the Navy DPAS Help Desk.

❹ **Mfr Yr** - Mandatory. Defaults to the current year. Enter the year that the lease begins. The initial year of lease should be located on the lease agreement.

❺ **Mfr Key** - Leave blank when recording lease agreements.

❻ **Authen Ctl Nbr** - Field will be grayed out.

❼ **Acq Dt** and ❽**Eff Dt** - Mandatory. Defaults to current date. Enter the date the lease begins.

❾ **Mfr Serial Nbr** - Leave blank when recording lease agreements.

❿ **Qty** - The field will automatically default to "1" for serially managed assets.

Navy DPAS Desktop Reference

Hand Receipt

Adding a Lease Agreement to Your Personal Property Book - Capital and Operating Leases (continued)
Module: Hand Receipt
└── End Item Actions, Increase

Step 3

End Item Increase

Key Data
Bar Cd: 6273577777   UIC: N62735
Serial Nbr: 12789   Doc Nbr: 98372140124
Stock Nbr: 720000LEA0001   Nomen: LEASE-COMPUTER

HRH Nbr: 1234 [...]   Acq Cost: $100,000.00
Fund Cd/Appn: 99 0004 [...]   Mfr Yr: 2001   Mfr Key: [...]
Authn Ctl Nbr: [...]   Acq Dt: 20011108   Eff Dt: 20011108
Mfr Serial Nbr: Qty: 1

Asset Cd: K –Non-Military Equip ❶   Office: SUPPLY ❺
Cptl Cd: –N/A ❷   Task Cd: 232 ❻
Exp Cd: 1 –Funded ❸   Job Order Nbr: 1232 ❼
Lo/Le Cd: N/A –Government Owned ❹   Cntr/PO Nbr: OPTIONAL ❽

Page 1 of 2   Related Data   Next Page   Save   Clear   Exit

❶ **Asset Cd** - Mandatory. Use the drop down menu to select the appropriate asset code. The majority of operating lease agreements are for "non-military" equipment. Identify capital lease agreements in this data field.

❷ **Cptl Cd** - Mandatory. Defaults to "N/A." Use the drop down menu to select the appropriate code if you are recording a capital asset with a unique characteristic. For example, you can designate a lease above the capitalization threshold that does not meet any of the other capitalization criteria.

❸ **Exp Cd** - Mandatory. Use the drop down menu to select the appropriate expense code; "funded" or "unfunded;" The majority of DON leases are "funded."

❹ **Lo/Le Cd** - Optional. Select the appropriate loan/lease code from the drop down menu. Use "C" to record GFE (Government Furnished Equipment), "R" to record an operating lease, "M" to record an asset that your activity has loaned to another activity, "L" to record an asset that your activity has in-on-loan from another activity, or "N/A" for government owned assets.

❺ **Office** - Mandatory. Enter the department that will use the leased assets (e.g., SUPPLY, IT).

❻ **Task Cd** - Mandatory for *capital assets*. If your activity does not assign task codes, enter any locally assigned tracking number. If necessary, contact the comptroller's office.

❼ **Job Order Nbr** - Mandatory for *capital items*. Enter a number that links the asset to a particular project. This number is usually assigned by the comptroller's office. If your office does not assign job order numbers, enter a locally assigned number.

❽ **Cntr/PO Nbr** - Optional. Enter the control or purchase order number assigned to the procurement of the asset.

Step 4

End Item Increase

Loc: BUILDING 5 ❶   Site Cd: [...] ❷   PBIC: [...] ❸
Lot Nbr: ❹   Expr Dt: ❺
Cond Cd: A –SUCBL(W/O QUAL) ❻   Intrns Cd: –N/A ❼

Sys Id: ❽   Local Use: ❿
IPE Nbr: ❾   Sending DODAAC:
Remarks: OPTIONAL ❿
Ref File Name ...

ADP Sys Id: **Monthly**
ADP Owner Cd: Maint Cost:
Acq Cd: Rental Cost:
Maint Type Cd:

Page 2 of 2   Related Data   Prev. Page   Save   Clear   Exit

❶ **Loc** - Mandatory. Enter the physical location of the lease.

❷ **Site Cd** - Leave blank. Not used by Navy activities.

❸ **PBIC** - Leave blank. Not used by Navy activities.

❹ **Lot Nbr** - Leave blank. Not used by Navy activities.

❺ **Expr Dt** - Leave blank. Not used by Navy activities.

❻ **Cond Cd** - Leave blank for lease agreements.

❼ **Intrns Cd** - Leave blank for lease agreements.

❽ **Sys Id** - Optional - Enter a locally assigned system identification code to designate a lease as part of a system.

❾ **IPE Nbr** - Leave blank for lease agreements.

❿ **Local Use and Remarks** - Optional - Available for additional tracking information and comments.

Navy DPAS Desktop Reference

Adding a Leased Asset to Your Personal Property Book
Module:Hand Receipt
  └─── Component Actions, Increase

Step 1

Key Data window:

Type Action ❶
- ◉ New Procurement
- ○ Transfer In   ○ Admn Adj Rpt (AAR)
- ○ Reversal   ○ Ammunition

❷ ☐ Bulk Asset

❸ ☑ Cost Embedded

Buttons: Catalog, EI Incr, Depr Chg, Maint Act, Warranty

Higher Assemblage
- Bar Cd: 6273577777 ❹
- Stock Nbr: 720000LEA0001 ❺
- Serial Nbr: 12789 ❻

Component
- Doc Nbr: 134134214 ❼
- Bar Cd: Prefix ...
  - 6273501011 ❽ ☐ Auto Assign
- Stock Nbr: 702100F000664 ❾ ...
- Serial Nbr: WY897Z3 ❿

Buttons: OK, Clear, Cancel

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❶ **Type Action**. Mandatory. Select the method by which the asset was acquired. Defauls to new procurement.

❷ **Bulk Asset** - Do not check this box. The Navy serially manages personal property.

❸ **Cost Embedded** - Check this box if the cost of the component has already been included in the cost of the original asset that was recorded in your personal property book. (This box must be checked when recording the individual assets under a capital lease.)

❹ **Higher Assemblage Bar Cd** - Mandatory. ALL assets in your property book must be assigned a bar code. Enter the bar code number of the original asset. Entering the bar code will automatically populate the higher assemblage "Stock Nbr" and "Serial Nbr" data fields.

❺ **Higher Assemblage Stock Nbr** - If the bar code is not available, enter the stock number from the Navy Standard Catalog.

❻ **Higher Assemblage Serial Nbr** - If the bar code is not available, enter the serial number. The serial number can be obtained directly from the asset.

❼ **Component Doc Nbr -** Mandatory . Enter a locally assigned document number to track the acquisition of the component asset(s). For example, the requisition or financial obligation number (e.g., purchase order number) may be recorded.

❽ **Component Bar Cd** - Mandatory. Enter a 10-digit bar code in the following format: UIC minus the service code + 5 alpha/numeric digits

❾ **Component Stock Nbr** - Mandatory. Use the browse button to select the stock number from the Navy Standard Catalog. If you are unable to locate the appropriate catalog number, contact the Navy DPAS Help Desk and request a new catalog number.

❿ **Component Serial Nbr** - Mandatory. Enter the serial number. The serial number can be obtained directly from the asset.

Navy DPAS Desktop Reference

 Adding a Leased Item on Your Personal Property Book (continued)

Module:Hand Receipt

└── Component Actions, Increase

Step 2

❶ **Qty** - The field will automatically default to "1" for serially managed assets.

❷ **Acq Cost** - Mandatory. Enter the Recorded Cost of the asset (Acquisition Cost + Ancillary Costs).

❸ **Fund Cd/Appn** - Mandatory. Use the browse button to select the fund code and appropriation allotment number for the type of funding used to acquire the asset. If necessary, contact the comptroller. If the appropriate codes are not available contact the Navy DPAS Help Desk.

❹ **Mfr Key** - Mandatory for ADP assets. Use the browse button to select the code that represents the asset's manu-facturer. If the applicable code is not available, contact the Navy DPAS Help Desk to have the manufacturer added.

❺ **Acq Dt** - Mandatory. Defaults to the current date. Enter the date of receipt, which should be located on the receiving report.

❻ **Eff Dt** - Mandatory. Defaults to the current date. Enter the date of receipt.

Step 3

❶ **Asset Cd** - Mandatory. Use the drop down menu to select the appropriate asset code. The majority of DON personal property is "non-military" equipment. Select "military equipment" *if* recording National Defense Equipment (NDE.)

❷ **Cptl Cd** - Mandatory. Defaults to "N/A." Use the drop down menu to select an alternate code for capital assets with unique characteristics. For example, you must identify capital assets that are not currently in use.

❸ **Exp Cd** - Mandatory. Use the drop down menu to select the appropriate expense code; "funded" or "unfunded." The majority of DON purchases are "funded."

❹ **Office** - Mandatory. Enter the department that will use the personal property (e.g., SUPPLY, IT).

❺ **Task Cd** - Mandatory for *capital items*. If your activity does not assign tasks codes, enter any locally assigned tracking number. If necessary, contact the Comptroller's office.

❻ **Job Order Nbr** - Mandatory for *capital assets*. Enter a number that links the asset to a particular project. Usually assigned by the comptroller's office. If your activity does not assign job order numbers, enter any locally assigned number.

❼ **Cntr/PO Nbr** - Optional. Enter the control or purchase order number assigned to the procurement of the asset.

Navy DPAS Desktop Reference

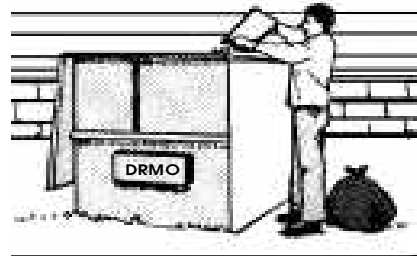[Adding a Leased Item on Your Personal Property Book (continued)](#)
Module:Hand Receipt

└─ Component Actions, Increase

Step 4

❶ **Loc** - Mandatory. Enter the physical location of the asset.

❷ **Intrns Cd** - Optional. Defaults to N/A. Use the drop down menu to track assets in transit between activities.

❸ **Local Use and Remarks** - Optional - Available for additional tracking information and comments.

❹ **Req Kit Qty** - Leave blank for lease component assets.

Component Increase

Loc:	BUILDING 5 ❶	Intrns Cd:	−N/A ❷
Local Use:	OPTIONAL ❸	Req Kit Qty:	❹
Remarks:	OPTIONAL ❸		

Ref File Name ...

ADP Sys Id:

ADP Owner Cd:

Acq Cd: A −Not Reported

Maint Type Cd: X −None of the Above

Monthly

Maint Cost:

Rental Cost:

Page 2 of 2 | Related Data | Prev. Page | Save | Clear | Exit |

Navy DPAS Desktop Reference

Removing an Item from Your Personal Property Book
Module:Hand Receipt

└── End Item Actions, Decrease

Step 1

❶ **Type Action**. Mandatory. Defaults to "Turn-In." Select the method used to dispose the item. Assets sent to DRMO should be marked "Turn-In." **The "Type Action" selected will determine the data fields that _must_ be populated.**

❷ **Bulk Asset** - Do not check this box. The Navy serially manages personal property.

❸ **Bar Cd** - Enter the bar code assigned to the asset. Entering the bar code will automatically populate the "Stock Nbr" and "Serial Nbr" data fields.

❹ **Stock Nbr** - If the Stock Nbr does not automatically populate, enter the appropriate stock number from the Navy Standard Catalog.

❺ **Serial Nbr** - If the Serial Nbr does not automatically populate, enter the serial number located on the asset.

❻ **HRH Nbr** - This field is grayed out.

❼ **UIC** - This field is grayed out.

❽ **Doc Nbr** - This field is grayed out.

Step 2

❶ **Doc Nbr** - Mandatory. Enter a unique document number to represent the action of removing the assest from your personal property book. UIC + Julian Date + sequential number. The requisition number on the DD 1149 (block No. 8) can be used as the document number.

❷ **Resource Id** - Optional. This field is only available when removing ADP (Automated Data Processing) assets. It is a code assigned by DISA and can be found on the disposition document.

❸ **Qty –** This field may be automatically populated. Quantity should be "1" for serially managed personal property.

❹ **Acq Cost** - If the Acq Cost does not automatically populated, enter the "Recorded Cost" (historical cost) of the asset.

❺ **Eff Dt** - Mandatory. Defaults to the current date. Enter the date the asset was disposed.

❻ **Remarks –** Optional. This field is available for additional comments. For example, activities may document the reason for the asset's removal from the activity's personal property book. These remarks can only be viewed via a history query.

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Navy DPAS Desktop Reference

Adding a new Hand Receipt Holder (HRH)
Module: Hand Receipt

    Maj/Sub Hand Receipt Holder

Step 1

Key Data

UIC: ❶ N62735 [...]

HRH Nbr: H236 ❷ ❸ [...]

[OK] [Clear] [Cancel]

❶ **UIC** - Mandatory. Enter your activity's UIC.

❷ **HRH Nbr** - Mandatory. To add a new HRH, enter the alpha/numeric code (the Hand Receipt Holder Number) that will represent the individual who will be held accountable for the asset. This number must represent an individual NOT represent a department, however, the number may represent a department code.
To change or delete the HRH number, use the browse button to select the HRH number that you intend to modify.

❸ Optional. Enter the alpha/numeric code that represents the Sub Hand Receipt Holder. Some activities choose to record end users as Sub HRHs. The number must represent an individual. The Sub HRH number can not represent an office or desk.

Step 2

Maj/Sub Hand Receipt Holder Add/Change/Delete

Key Data
UIC: N62735   HRH Nbr: H236

TDA Para Nbr: ❶   HRH Loc: ROOM 216 ❷

Office: N4 ❸   Office Name: SUPPLY ❹

                                    ❻
HRH Name: DAVID SMITH ❺   ☐ HRH Transfer Authority

HRH Phone Nbr: 703-555-1212 ❼

Alt HRH Name: OPTIONAL ❽

Alt Phone Nbr: OPTIONAL ❾

Last Inv Dt: 20011108   Order Dt:
Inv Due Dt: Updt Due Dt:
Remarks:

[Delete] [Add] [Clear] [Exit]

❶ **TDA Para Nbr** - Leave blank. Not used by DON activities.

❷ **HRH Loc** - Optional. Enter the physical location where the HRH is located (i.e., room/office number).

❸ **Office** - Optional. Enter the HRH's office code or department (i.e., N4, N6).

❹ **Office Name** - Optional. Enter the office name of the HRH (i.e., Admin, Supply).

❺ **HRH Name** - Mandatory. Enter the HRH's name. Must be an individual, NOT a department name.

❻ **HRH Transfer Authority** - This field is not used by DON activities.

❼ **HRH Phone Number** - Optional. Enter the HRH's telephone number.

❽ **Alt HRH Name** - Optional. Enter the name of an alternate HRH.

❾ **Alt Phone Nbr** - Optional. Enter the alternate HRH's telephone number.

Adding a New Hand Receipt Holder (HRH) (continued)
Module: Hand Receipt

└─ Maj/Sub Hand Receipt Holder

Step 3

Maj/Sub Hand Receipt Holder Add/Change/Delete

Key Data
UIC: N62735   HRH Nbr: H236

Field	Value	Field	Value
TDA Para Nbr:		HRH Loc:	ROOM 216
Office:	N4	Office Name:	SUPPLY
HRH Name:	DAVID SMITH	☐ HRH Transfer Authority	
HRH Phone Nbr:	703-555-1212		
Alt HRH Name:	OPTIONAL		
Alt Phone Nbr:	OPTIONAL		

❶ Last Inv Dt: 20011108   Order Dt: ❷
❸ Inv Due Dt: 20041108   Updt Due Dt: ❹
Remarks: OPTIONAL ❺

Delete   Add   Clear   Exit

❶ **Last Inv Dt** - Mandatory. Enter the date that the personal property was last inventoried.

❷ **Order Dt** - Optional. Enter the effective date for the HRH.

❸ **Inv Due Dt** - Mandatory. Enter the date that the next triennial inventory is due.

❹ **Updt Due Dt** - Optional. Enter the date another HRH is required to submit an updated physical inventory of the assets assigned to him/her.

❺ **Remarks** - Optional. Available for additional comments or tracking information.
(i.e., John Day does not *work* on Friday.)

Navy DPAS Desktop Reference

Excess Actions, Asset Reporting

Step 1

Indicate whether the asset being excessed is an End Item or a Component Item.

❶ **Bulk Asset** - Do not check this box. The Navy serially manages personal property.

❷ **Bar Cd** - Enter the bar code assigned to the asset. Entering the bar code will automatically populate the "Stock Nbr," "Serial Nbr," and "HRH Nbr" data fields.

❸ **Stock Nbr** - If the Stock Nbr does not automatically populate, enter the appropriate stock number from the Navy Standard Catalog.

❹ **Serial Nbr** - If the Serial Nbr does not automatically populate, enter the serial number located on the asset.

❺ **HRH Nbr** - This field is grayed out.

Step 2

❶ **Withdrwal Action** - Optional. This data field is only active if the asset was previously reported as Excess. Use the drop down menu to select the appropriate withdrawal action.

❷ **Avail Dt** - Mandatory. Defaults to today's date. Enter the date when your activity will cease using the asset. The asset will appear on an excess table and it will be available to other activities on that date.

❸ **Excess Qty** - This data field will be automatically populated with "1" and grayed out because the Navy serially manages personal property.

❹ **Excess Cond Cd** - Mandatory. Select the appropriate condition code from the drop down menu.

❺ **Obsolete Sts** - This field is grayed out. Not used by the Navy.

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Navy DPAS Desktop Reference

Adding a Component to an Asset on Your Personal Property Book

Module:Hand Receipt

└── Component Actions, Increase

Step 1

❶ **Type Action**. Mandatory. Defaults to "new procurement." Select the method used to acquire asset.

❷ **Bulk Asset** - Do not check this box. The Navy serially manages personal property.

❸ **Cost Embedded** - Check this box if the cost of the component has already been included in the cost of the original asset that was recorded in your personal property book. (This box must be checked when recording the individual assets under a capital lease.)

❹ **Higher Assemblage Bar Cd** - Mandatory. ALL items in your personal property book must be assigned a bar code. Enter the bar code number of the original item. Entering the bar code will automatically populate the higher assemblage "Stock Nbr" and "Serial Nbr" data fields.

❺ **Higher Assemblage Stock Nbr** - If the bar code is not available, enter the stock number from the Navy Standard Catalog.

❻ **Higher Assemblage Serial Nbr** - If the bar code is not available, enter the serial number. The serial number can be obtained directly from the asset.

❼ **Component Doc Nbr -** Mandatory . Enter a locally assigned document number to track the acquisition of the component item(s). For example, the requisition or financial obligation number (e.g., purchase order number) may be recorded.

❽ **Component Bar Cd** - Mandatory. Enter a 10-digit bar code in the following format: UIC minus the service code + 5 alpha/numeric digits

❾ **Component Stock Nbr** - Mandatory. Use the browse button to select the stock number from the Navy Standard Catalog. If you are unable to locate the appropriate catalog number, contact the Navy DPAS Help Desk and request a new catalog number.

❿ **Component Serial Nbr** - Mandatory. Enter the serial number, which can be obtained directly from the asset.

Navy DPAS Desktop Reference

Step 2

❶ **Qty** - Enter "1" for serially managed assets.

❷ **Acq Cost** - Mandatory. Enter the recorded cost (acquisition cost + ancillary costs) of the asset.

❸ **Fund Cd/Appn** - Mandatory. Use the browse button to select the fund code and appropriation allotment number for the type of funding used to acquire the asset. If necessary, contact the comptroller. If the appropriate codes are not listed in DPAS, contact the Navy DPAS Help Desk.

❹ **Mfr Key** - Mandatory for ADP assets. Use the browse button to select the code that represents the asset's manufacturer. If the applicable code is not available, contact the Navy DPAS Help Desk to have the manufacturer added.

❺ **Acq Dt** - Mandatory. Defaults to the current date. Enter the date of receipt.

❻ **Eff Dt** - Mandatory. Enter the date of receipt or current date.

Step 3

❶ **Asset Cd** - Mandatory. Use the drop down menu to select the appropriate asset code. The majority of DON personal property items is "non-military" equipment. Select "military equipment" *if* recording National Defense Equipment (NDE.)

❷ **Cptl Cd** - Mandatory. Defaults to "N/A." Use the drop down menu to select an alternate code for capital assets with unique characteristics. For example, you must identify capital assets that are not currently in use.

❸ **Exp Cd** - Mandatory. Use the drop down menu to select the appropriate expense code; "funded" or "unfunded." The majority of DON purchases are "funded."

❹ **Office** - Mandatory. Enter the department that will use the property (e.g., SUPPLY, IT).

❺ **Task Cd** - Mandatory for *capital assets*. If your activity does not assign tasks codes, enter any locally assigned tracking number. If necessary, contact the Comptroller's office.

❻ **Job Order Nbr** - Mandatory for *capital assets*. Enter a number that links the asset to a particular project. This number is usually assigned by the Comptroller's office. If your activity does not assign job order numbers, enter any locally assigned number.

❼ **Cntr/PO Nbr** - Optional. Enter the control or purchase order number assigned to the procurement of the asset.

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Navy DPAS Desktop Reference

Adding a Component to an Asset on Your Personal Property Book (continued)
Module: Hand Receipt
— Component Actions, Increase

Step 4

❶ **Loc** - Mandatory. Enter the physical location of the asset.

❷ **Intrns Cd** - Optional. Defaults to N/A. Use the drop down menu to track assets in transit between activities.

❸ **Local Use** - Available for any additional comments or tracking information.

❹ **Req Kit Qty** - Leave blank. Not used by Navy activities.

❺ **Remarks** - Available for any additional comments or tracking information.

Step 5 - ADP (Automated Data Processing) Assets
Data fields ❶ - ❻ are only available for assets that are assigned ADP stock numbers.

❶ **ADP Sys Id** - Optional. Enter a locally assigned ADP system identification code that designates the ADP asset as part of an ADP system.

❷ **ADP Owner Cd** - Mandatory. Use the drop down menu to select the appropriate ADP Owner code. The majority of DON ADP assets are "government owned."

❸ **Acq Cd** - Optional. Use the drop down menu to select the appropriate acquisition code. This code is used to identify how the ADP asset was acquired.

❹ **Maint Type Cd** - Optional. Use the drop down menu to select to identify maintenance that the ADP asset requires.

❺ **Maint Cost** - Optional. Enter the monthly amount that your activity plans to expend to maintain the ADP asset.

❻ **Rental Cost** - Optional. If applicable, enter the monthly amount that your activity expends to rent the ADP asset.

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